

Quota Overview

QUICK REFERENCE GUIDE

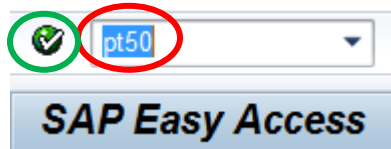
Use this procedure to obtain an overview of an employee's attendance quotas, accrual information and absence quotas. This includes information on the amount of quota entitlement available, the amount of quota requested and the remaining entitlement.

PT50

Perform this procedure when you need to check an employee's attendance and absence quotas.

Prerequisites:

- Employee must be active in KHRIS
- You must have access to the employee
- Valid quotas must exist
- Time evaluation successfully ran for employee



Enter the Transaction code (**PT50**) in the command field

Click the **green check**

Quota Overview

Time evaluation Projection Selection

Personnel No. **2114**
Name **Addison Gavin**
Personnel area **0001** Executive Cost Center **5154000000** Departme...
EE subgroup **02** ASC Salary 37.5 WS rule **A375/VY3** OFF9.59...

Selection dates

Absence quotas

Accrual information

Attendance quotas

General Overview

Quota type	Entitlement	Remaining	Unit
Absence quotas	541.00000	538.50000	Hours

Selection intervals

Deduction period **12/01/2013** - **12/31/2013**
Validity period **12/01/2013** - **12/31/2013**
Generation period **12/01/2013** - **12/31/2013**

From today

Current Period

Calendar year

All

By default, "**Selection dates**" tab is active. The **General Overview** section displays the sum of all absence quotas that the selected person has for the periods shown in the "**Selection intervals**" section.

In the "**Selection intervals**" section, by default are the dates for the current period.

If reviewing Military Leave this should not be changed because you want to see current absence and attendance quota information. Because Military leave has new balances added each federal fiscal year a cumulative view would not show the current balance.

If reviewing any other leave you should select the **All button**. This will reflect the data accurately because the balances are cumulative.

- Be careful when specifying the Selection intervals.
 - The Deduction period is the period the quota entitlement can be used.
 - The Validity period is the period the quota is valid.
 - The Generation period is the period Time Evaluation generated the quota entitlement.

Selection dates

Absence quotas

Accrual information

Attendance quotas

	Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.
Σ		01	Annual Leave	Hours	496.00000	493.50000	2.50000	0.00
Σ		02	Sick Leave	Hours	0.00000	0.00000	0.00000	0.00
Σ		03	Comp Leave	Hours	45.00000	45.00000	0.00000	0.00

Click the “**Absence quotas**” tab to view the quota balances for the employee based on the period selected.

OTHER TABS

“**Accrual information**” will display data when the employee received accruals based on the periods selected.

“**Attendance quotas**” will display data about Project Talk (Education Only) or other attendance quotas.